

Setting the scene

The Management Committee decided to do a risk assessment of Great Bridgeford Village Hall to control the risks to people who use the Hall and are involved in its maintenance and upkeep.

The Management Committee does not have a legal requirement to record the findings of this risk assessment as fewer than five people work at the Hall. Much of the repair and maintenance work at the Hall is done by self-employed contractors, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements.

However, the Management Committee decided that there are sound legal and business reasons to record the findings of the risk assessment, and to take steps to make sure that they are brought to the attention of those working or holding an event in the Hall.

The Chair and Building Maintenance Committee Member of the Management Committee carried out the risk assessment.

How was the risk assessment done?

The Chair followed the guidance in Five Steps to risk assessment

<http://www.hse.gov.uk/pubns/indg163.pdf>

1. To identify the hazards, the Chair and BM Member:
 - looked at HSE's web pages for free health and safety advice and guidance for small businesses;
 - walked around the Hall, car park and other areas with another member of the Management Committee noting things that might pose a risk; and
 - spoke to other users of the Hall, and to people who had done jobs at the Hall, to learn from their experience and to get their views on health and safety.
2. The Chair then wrote down who could be harmed by the hazards and how.
3. He wrote down what controls were in place to manage these risks and then compared these to the guidance on HSE's website.
4. He put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. It was decided to tick off each action when it was completed, and to record the date when it was done.
5. The Chair and BM Member discussed the findings with the Management Committee. The committee decided to put in place all the additional risk controls the secretary had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the Hall, and published on the website www.greatbridgefordvillagehall.org.uk to be available to all users of the Hall, and that it would be discussed with the representatives of all groups using the Hall for the first time. The Management Committee decided to review the risk assessment every year, or immediately if any changes occurred to the Hall or how the Hall was used.